

# CS 106A: Code in Place

# Students' Guide to Virtual Section

Attending a discussion section over Zoom is likely something new to the majority of us, so we've created a quick guide with some tips and tricks. We know there may be hiccups with virtual sections on Zoom for many reasons, so please let us know if there's anything we can do to better support your experience in this course!

## Navigating this guide

- See a **table of contents** of this guide [below](#).
- To **keyword search** for something specific, use Cmd+F (Mac) or Ctrl+F (Windows).
- All Zoom buttons will be highlighted like [this](#).

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# I. Using Zoom for section

## Downloading Zoom

Before you can use Zoom, you must install the Zoom software for your device. Start by going to the [Zoom Download Center](#) to download and install the Zoom Client for Meetings.

## Logging in

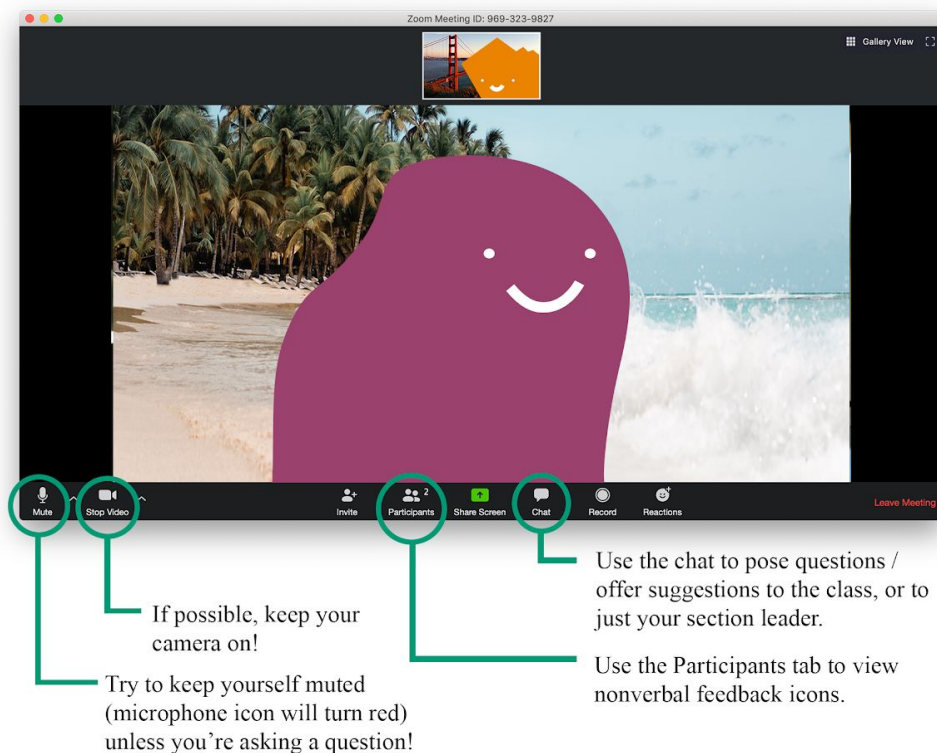
Open up the Zoom application on your device, from which you can log into your account by clicking the [Sign In](#) button and entering in your credentials.

## Accessing the Meeting

To enter the meeting room each week, use the recurring meeting link and password that your section leader sent out via Ed. You will be able to open the meeting room before the start time, but the meeting will only begin once your section leader joins the room. We recommend you join the room a few minutes early to guard against technical difficulties.

## Anatomy of a Zoom meeting

This is what a Zoom meeting looks like:



## II. Following section policies

Below are some of the general Zoom section policies that your section leader will establish during the first section. Note that your section leader will make clear how they expect students to participate via Zoom, and this will vary from section leader to section leader.

- Try to remember to **mute yourself when you aren't talking**. This will help everyone to hear the section leader and reduce background noise.
  - If possible, **use headphones or earbuds**. This also cuts down on background noise levels.
- If possible, please **turn your camera on during section**. We want section to still be an interactive experience, and having your camera on helps a ton with this! However, we also realize that this isn't possible for everyone for a variety of reasons, so this isn't a requirement.
- Section is an interactive experience and includes participation! Zoom has multiple tools to help facilitate participation. **Remember to follow the participation guidelines that your section leader will make clear.**
  - **Nonverbal feedback.** Zoom has a number of nonverbal feedback features to communicate with your section leader, such as raising your hand, answering yes / no, go slower, go faster, etc. You can find these by clicking on **Participants** and the nonverbal feedback buttons will be at the bottom of the participants panel.
  - **Chat.** The chat feature allows you to let your section leader know that you have a question and your section leader can then "call on" you. Alternatively, you can just type your question into the chat without having to unmute yourself. There's also the option to send your question just to your section leader (rather than to the whole section) if you would prefer.
  - **Polling.** Your section leader may include polls during section. This doesn't really require anything special of you; the poll will appear on your screen, and your section leader will give you some time to answer the question(s).
  - Feel free to also jump in if you have something to say if your section leader allows this! The above features can just help let your section leader know that you have something to contribute.

# III. Troubleshooting

## **My microphone isn't working! What should I do?**

The Zoom invitation includes a phone number that you can call from a phone. You can use your phone as the microphone and audio source for your call rather than your computer's built-in microphone if necessary.

## **What should I do if my internet is slow or lagging?**

Consider temporarily turning off your video stream and only maintaining the audio stream. Sometimes, running the web camera on your computer will use up the Internet's bandwidth in a way that might make communication challenging. Turning off the video should improve communication quality and consistency.

## **Is it possible to have closed captions during section?**

Zoom doesn't support live, automatic captioning, but we have some workarounds we can use during section, including screen sharing through Google Slides. If your section leader isn't already using closed captions, let them (and the Code in Place teaching staff via a private Ed post) know that this would be a useful feature for you.

## **Other issues?**

[See Zoom's help center here.](#)

## **IV. FAQs**

We'll update this section as we get questions!